

Community Development Advisory Commission Meeting
March 7, 2007

The Community Development Commission met on Wednesday, March 7, 2007 in the City Council Chambers located at 221 East Main Street, Round Rock, Texas. The meeting was called to order at 6:17 pm. The following commissioners were present for roll call: Karen Adair-Murphy, Steve Laukhuf, Dina Schaefer, and Martha Chavez. Commissioners Ricardo Guzman and Lee Moore were absent.

3. Approval of Minutes: February 1, 2007

The chair called for a motion to approve the February 1, 2007 minutes.

Motion: Commissioner Murphy moved to approve the February 1, 2007 minutes as submitted. Motion was seconded by Commissioner Schaefer.

Vote:	Ayes:	Karen Adair-Murphy
		Martha Chavez
		Steve Laukhuf
		Dina Schaefer
	Noes:	None
	Absent:	Rick Guzman
		Lee Moore
	Abstain:	None

Motion carried.

Item 4A: Consider public testimony regarding community needs for the development of the fourth year annual action plan.

Ryan made the staff presentation. The Code of Federal Regulations (CFR) 91.105 (e) requires that at least two public hearings per year are held to obtain citizens' views on community needs for the preparation of a consolidated plan. Comments gathered at public hearings will be considered for plan development and noted in the final document that will be adopted by the City and presented to the Department of Housing and Urban Development in August, 2007.

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This is the third public hearing in a series of seven being held to gain input from citizens. Public hearings were held at the McConico Community Room with public service agencies on 2/27/07; St. Williams Catholic Church Parish Hall on 2/27/07; 3/06/07 at the Library, Room A; 3/8/07 before City Council; and also being held on 3/13/07 at Round Rock Housing Authority Cushing Center and also Lancehaven facility. Notice of the public hearings was published in the Round Rock Leader on Thursday, February 15, 2007 and was posted on the bulletin board at City Hall on February 15, 2007.

The 2007 Community Needs Survey is available on-line at www.roundrocktexas.gov until March 30, 2007. Hard copies of the survey have been distributed to local social service agencies.

The chairman opened the public hearing. Being no testimony, the hearing was closed.

Item 4B: Consideration public testimony regarding increasing the limit of funding for the Home Repair Program.

The Home Repair Program Policy and Guidelines was adopted by Resolution 05-12-15-9F3 on December 15, 2005 by City Council after being recommended for adoption by the Community Development Advisory Commission on January 5, 2005.

At the February 1 CDAC meeting, a recommendation was made to increase the program funding to \$25,000. This action is considered a “substantial amendment” and requires a 30 day comment period. The following notice posted on February 12 will expire on March 14:

NOTICE TO THE PUBLIC OF 30 DAY COMMENT PERIOD

TO THE CITIZENS OF ROUND ROCK:

Notice is hereby given that the City of Round Rock proposes to amend the Community Housing Repair Program guidelines by increasing the maximum award from \$20,000 to \$25,000 per application. A public hearing will be held on March 1, 2007 by the Community Development Advisory Commission at 6:30 p.m. in the Council Chambers located in the Round Rock City Hall building at 211 E. Main Street, Round Rock, Texas. A second

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hearing will be held by City Council at 7:00 p.m. in the Council Chambers located in the Round Rock City Hall building at 211 E. Main Street, Round Rock, Texas.

On February 1, 2007, the Community Development Advisory Commission voted to recommend increasing the maximum award for the Community Housing Repair Program to \$25,000 per property, excluding costs associated with lead based paint. This is considered a substantial program amendment and requires a thirty (30) day comment period, as specified in the City of Round Rock Community Development Citizen Participation Plan.

Previous Amendments

Amendment 1: Increased funding from \$5,000 to \$10,000, effective February 17, 2005 after Notice to the Public of 30 Day Comment Period, posted January 18, 2005, expired.

Amendment 2: Increased funding from \$10,000 to \$15,000, effective September 23, 2005 after Notice to the Public of 30 Day Comment Period, posted August 23, 2005, expired.

Amendment 3: Increased funding from \$15,000 to \$20,000 with the adoption of the 2006-2007 Annual Action August 10, 2006. Notice of the Day Comment Period and Public Hearing was published June 8, 2006 and expired on July 9, 2006.

Program Funding

The 2006-2007 Third Program Year Action Plan single family rehabilitation program has \$245,211 allocated for rehab activities. By increasing the funding cap to \$25,000 maximum per property, the number of eligible properties that can be assisted is nine (9). This is a decrease from the previous estimate of twelve (12) rehabilitation projects. Unexpended prior year(s) funding will be added to the 2006-2007 allocation and it is anticipated that twelve (12) properties will be rehabilitated and brought from substandard condition to current code requirements.

Public Comment

Citizens may send written comments to Mona Ryan, Community Development Coordinator, Office of Community Development, 301 W. Bagdad, Suite 140, Round Rock, TX 78664 or call 218-5416 (voice) or 1-800-735-2989 (TDD). Comments will be accepted by the Office of Community Development Department until 5:00 p.m., March 14, 2007.

Certification

I certify that the above Notice to the Public of 30 Day Comment Period was posted on the bulletin board at the City Hall of the City of Round Rock, Texas located at 221 East Main Street; the bulletin board at the Robert G. and Helen Griffith Library located at 216 East Main Street on the **12th day of February**, 2007 at 5:00 p.m.

Christine R. Martinez, City
Secretary

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This is the first of two public hearings. The second one will be held by City Council on April 12, 2007 at 7:00 p.m. The chairman opened the public hearing. Being no testimony, the hearing was closed.

Item 5A: Consider presentation regarding the Home Repair Program Guidelines.

Ryan made the staff presentation. The Home Repair Program Policy and Guidelines was adopted by Resolution 05-12-15-9F3 on December 15, 2005 by City Council after be recommended for adoption by the Community Development Advisory Commission on January 5, 2005.

A second amendment is being requested to the Home Repair Program guidelines to allow for limited repairs when it is not feasible to rehab a home due to the extensive amount of work needed. This action was suggested by HUD and is used when a city is faced with a “reconstruct” situation and funds are not available. However, if the program guidelines do not specifically address “limited repairs”, the work cannot be done.

This amendment is an effort to provide assistance to some of the neediest applicants who require repairs that far exceed the limited CDBG resources.

Item 5B: Consideration and possible action on recommendation regarding the Home Repair Program Guidelines.

Staff recommends amending the Home Repair Program guidelines by adding the following wording in Attachment 6 Rehabilitation Standards (ELIGIBLE IMPROVEMENTS UNDER THE LIMITED HOME REPAIR PROGRAM). “When it is not feasible to rehabilitate a home due to extensive repairs needed, limited repairs can be made up to and not exceeding \$10,000. These repairs are limited to the following:

- (1) HVAC repair or replacement;
- (2) Roof repair or replacement;
- (3) Electrical system repairs
- (4) Plumbing repairs

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This amendment will be incorporated with the amendment to increase the funding from \$20,000 to \$25,000 and be presented in one action for City Council at the April 12 Council meeting.

Motion: Commissioner Schaefer recommended amending the Home Repair Program guidelines by adding the following wording in Attachment 6 Rehabilitation Standards (ELIGIBLE IMPROVEMENTS UNDER THE LIMITED HOME REPAIR PROGRAM). "When it is not feasible to rehabilitate a home due to extensive repairs needed, limited repairs can be made up to and not exceeding \$10,000. These repairs are limited to the following:

- (1) HVAC repair or replacement;
- (2) Roof repair or replacement;
- (3) Electrical system repairs
- (4) Plumbing repairs

Motion was seconded by Commissioner Murphy.

Vote:	Ayes:	Karen Adair-Murphy Dina Schaefer Steve Laukhuf Martha Chavez
	Noes:	None
	Absent:	Rick Guzman Lee Moore
	Abstain:	None

Motion carried.

Item 5C: Consider presentation regarding the bid and construction process for the Home Repair Program.

Ryan made the staff presentation. Approximately 25 general contractors received notice of bid solicitation for the home rehabilitation program. Notice to all interested bidders will appear in the Round Rock Leader on March 6 and 13. Contractors will meet with staff and the city's consultant on Monday, March 19,

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at 9:00 am for a pre-bid conference and then proceed with property inspections. The pre-bid inspections will be conducted over a three day period, ending at noon on March 21. This is a sealed bid process with the bid opening scheduled for Tuesday, April 3.

After the bid tabulation process, a contractor may be selected for a specific number of homes. That decision will be made by the review team and will depend on the qualifications of each bidder. The projected target date for completing homeowner and contractor agreements is May 24 with a Notice to Proceed being issued by May 31, 2007. The contractor typically receives 90 days to complete, which would close out the second phase of rehab by August 31. This leaves one month before the end of the fiscal year to allow for any delays that may occur in scheduling.

One homeowner has dropped out due to a change in family income and is no longer eligible to participate. Seventeen homes will be evaluated and those that do not make the priority list will remain on the waiting list, assuming there are future funds available for rehab.

Funds needed to address the current need:	\$530,236
CDBG Home Repair Program funds:	<u>\$325,129</u>
GAP	\$205,106

Item 5D: Staff report on 2007 Grant Workshop.

The Office of Community Development is holding a CDBG Grant Application Workshop on Tuesday, March 27, 2007 from 9:30 until 11:30 am. Applications for 2007-2008 CDBG funding will be accepted until Friday, April 27, 2007 until 5:00 pm. Persons, organizations, or non-profit agencies interested in applying for grant funding are required to attend the workshop. Applications will only be distributed through the workshop and attendance is mandatory.

A press release will be sent out through the city's media notification process on Monday, March 12, two weeks prior to the workshop date. Notice of

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the workshop will also appear on the city's website at www.roundrocktexas.gov. Advanced notice was provided to area public service agencies at the monthly agency networking meeting on February 27. Thirty representatives were present and most expressed an interest in seeking funding.

5. Adjournment:

Being no further business discussion, the meeting adjourned at 7:30 pm
Respectfully submitted,

Mona Ryan,
Community Development Coordinator